

## ABSTRACT

In printing a document, such items of document processing information as the document form, the processing method, and the format are embedded in the 5 document to be extracted and used in document processing. In document preprinting, document processing information regarding the document form is embedded onto the document. In printing the document contents, the document processing information embedded in the document is extracted such that the contents are printed according to the document processing information. This allows a document 10 processing system to use accurate document processing information even if the document forms to be handled vary widely. It also keeps the accuracy of document processing when the same document form is printed by another printing office at a different time.